



# Central Power Electric Cooperative, Inc.

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www.centralpwr.com

## **Job brief**

Central Power Electric Cooperative, Inc. is looking for a skilled Administrative Coordinator to undertake a variety of day-to-day office and clerical tasks in our Business Office. You will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities.

An excellent administrative coordinator is, above all, an organized and competent professional with strong communication skills. You will be a self-starter and able to work independently. You will be comfortable dealing with people and able to carry out administrative duties with accuracy and speed.

The goal is to ensure that office operations are efficient and add maximum value to the organization.

## **Responsibilities**

- Provide general administrative assistance, including answering phones when needed, greeting guests, copying, typing and data entry
- Schedule and organize employee physicals to include DOT physicals
- Maintain files and records with effective filing systems
- Scan and file cooperative records
- Assist in organizing and disseminating yearly budget books
- Update and disseminate Employee Policy Manuals as needed
- Monitor office supplies inventory and place orders
- Assist in inventory maintenance
- Distribute incoming mail

## **Requirements and skills**

- High School Diploma or equivalent
- 1-2 years directly related work experience as an administrative support professional or similar role
- Proven ability to handle confidential and sensitive information with discretion
- Experience in customer service will be a plus
- Outstanding knowledge of MS Office Suite (particularly MS Word & MS Excel)
- Working knowledge of office equipment (e.g. optical scanner)
- Excellent communication and interpersonal skills
- Organized with the ability to work independently
- Solid time-management abilities with the ability to prioritize tasks
- Reliable with patience and professionalism
- Basic understanding of bookkeeping and accounting is helpful

Applications can be found at [www.centralpwr.com/employment](http://www.centralpwr.com/employment)

This Institution is an equal opportunity provider and employer.